

**REGIONAL CENTER OF THE EAST BAY**  
**JOB DESCRIPTION**

**POSITION TITLE:**                   **Manager, Diversity, Equity, Access and Inclusion**

**SALARY RANGE:**                   **\$3,723.94 - \$4,990.44 Bi-weekly**  
**\$96,822.44 - \$129,751.44 Annual**

**REPORTS TO:**                       **Director, Client Services**

**LOCATION:**                           **San Leandro, CA.**

**DUTIES AND RESPONSIBILITIES:**

The Manager of Access and Equity reports to the Director of Client Services and is responsible for the overall direction, leadership and management of the RCEB Language Access and Cultural Competency (LACC) Plan and other diversity and equity programs within RCEB and that support people with intellectual and developmental disabilities in our community.

**Specific duties of this position include, but are not limited to the following:**

1. Assures that language access and cultural competency goals in the RCEB Language Access and Cultural Competency Plan are met. Responsible for the implementation of all aspects of the plan.
2. Provides leadership within and outside of RCEB regarding RCEB Language Access and Cultural Competency Plan as well as other diversity and equity programs.
3. Identifies resources including consultants, translators, and facilitators needed to implement the plan. Manages contracts and other agreements .
4. Responsible for the timely completion and submission of all required reports including those involving the LACC plan, POS Expenditure Plans, and others assigned.
5. Analyzes data and other information obtained to inform recommendations on policies and procedures. Identifies systemic barriers to change.
6. Supervises and manages all assigned staff including but not limited to Diversity and Equity Specialists and the Deaf and Hard of Hearing Specialists.
7. Represents RCEB at local and statewide meetings to further RCEB's access and equity goals.
8. Increases the presence of RCEB across our region especially in underrepresented or underserved communities. Increases outreach to organizations who do not traditionally work with people with Intellectual and Developmental Disabilities.
9. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:** Graduate degree in social work, education or related human service field, preferred. Minimum of five years of increasingly responsible professional experience, including planning/development or management within a social services or community based organization. Bachelor's degree in social work, education or related human services field considered with 10 years of planning/development or management within a social services or community based organization. The position will require long and varied work hours, and will include evening and weekend work.

**Knowledge and Abilities:**

1. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.
2. Demonstrates ability to facilitate collaborative relationships in diverse communities.
3. Ability to analyze data and utilize computer software including but not limited to PowerPoint and Excel.
4. Ability to speak and present in person and in virtual forums.
5. Automobile and valid California driver's license required.
6. Prefer coursework or certification in diversity, equity, and inclusion from an accredited program.
7. Knowledge of the developmental services system preferred.
8. Documented success in project management.